

CBS

Prior Year Recoveries

FY 2005 LO Procedures – Final

Revised & distributed 2/22/05

Summary –PY Recovery Adjustments for GJs ‘Fix’ Entries

TYPE	DOLLAR THRESHOLD	LO/FMC ACTION	CRITERIA
“Specific” PY Recovery Adjustments	Currently, no threshold	Identify & submit request by the due dates to FRD through LO HQ	<ol style="list-style-type: none">1. Source Reference field (Affected Reference Field) <u>must</u> “match up” between the PY upward & PY downward accounts2. FCFYs <u>must</u> “match up” between the PY upward & PY downward accounts3. Requests must be received in FRD by the distributed due dates to the LOs
“Auto-Deob” Adjustments	\$2,500 (dollar threshold is subject to change depending on the number of adjustments submitted to FRD)	Identify & submit request by the due dates to FRD through LO HQ	<ol style="list-style-type: none">1. Transactions over \$2,5002. Item Type of “AUDEOB”3. Requests must be received in FRD by the distributed due dates to the LOs4. All requests must be approved by the NOAA Budget Office to offset CY PY recovery figures.

PY Funding Requests for NOAA Finance Office – FRD

WHAT REQUESTS SHOULD BE FORWARDED TO THE NOAA FO?

- “Specific” PY Recovery Adjustments (in CBS FCs other than FC 02 or FC 48)
 - Accidental deobligations of PY documents (on documents w/ a closed status in CBS)
 - ACCS data element changes (on documents w/ a closed status in CBS)
 - Source Reference changes (on documents w/ a closed status in CBS)
 - CBS Vendor Code changes (mistaken vendor coding correction or change in vendor code for a grant recipient changing universities)
 - PY Cash Collections in the AR module (4972 and 4872) against PY Disbursements in AP module
- “Auto-Deob” Adjustments (in CBS FCs other than FC 02 or FC 48)
 - Document auto-deob’d in FIMA during FY 2002, with CBS Item Type of “AUDEOB” for amounts greater than \$2,500.00

PROCESS FOR REQUESTING ADJUSTMENT FROM NOAA FO?

- LO/FMC should review the Checklist included in this procedures document for all information necessary for each request.
- LO/FMC should fax a memo & required supporting documentation to FRD, Chuck Kilgore (Subject: “Auto-Deob” PY Recovery GJ “Fix” Request or “Specific” PY Recovery GJ “Fix” Request), *through the LO Budget Headquarters Office*, requesting the adjustment (please follow-up the fax request with an email notification of faxed request)
- Requests should be received in FRD by the established due dates.

General Rules for PY Recovery GJ “Fix” Entries

- ALL requests must be submitted by or through the LO Budget Headquarters Office
 - No requests will be accepted directly from any FMC
 - No requests will be accepted from any payment offices
- No requests for GJ “fix” entries will be accepted for Reimbursable funds because reimbursable funds do not post to Prior Year (PY) downward accounts.
- No requests will be processed to post the GJ “fix” to a CBS FC other than the FC in which the PY downward account was originally posted (no crossing of CBS FCs)
- All transactions must be entered into CBS correctly before FRD can make any GJ “fix” entries for the LO (see section on “Frequently Asked Questions”)
- All **cash** PY recoveries in SGL Accounts 4972 and 4872 and **non-cash** PY recoveries in SGL Accounts 4971 and 4871 will only be adjusted if it meets the criteria, and if the LO deems it necessary to make the request for an adjustment through the “Specific” PY recovery process.
- “Specific” PY recovery adjustment requests must include transactions that include BOTH the PY downward (4x7x) and PY upward (4x8x) accounts, with the exception of 4902 replacing 4982 in some instances for transactions.
- “Specific” PY recovery adjustment requests will only be considered by the FO for PY upward & downward transactions that have occurred in the current FY.

PY Funding Requests for NOAA Budget Office – BEX

WHAT REQUESTS SHOULD BE FORWARDED TO THE NOAA BO?

- Requests for re-use of deobligated funds not listed above, including, but not limited to:
 - Change in period of performance on a contract
 - Change or modification of a contract or vendor
 - Transactions properly entered into CBS between current & prior FCFYs
 - PY recovery transactions from a prior FY

PROCESS FOR REQUESTING ADJUSTMENT FROM NOAA BO?

- LO/FMC should submit a memo & required supporting documentation to NOAA Budget Execution Office, requesting the deobligated funds, *through the LO Budget Headquarters Office*.
- Contact for the NOAA Budget Office is Daniel Bess.

LO/SO/FMC Questions?

- ALL FMC questions should be directed to the LO Budget Headquarters Staff
 - All FMC questions should only come to FRD through the LO Budget Headquarters Office, not directly from any FMC
 - ONLY LO Budget Headquarters Office staff should contact FRD with questions for their FMCs regarding specific PY recovery GJ requests.
- ALL questions pertaining to correcting PY documents in the system, including error messages the ASC office may be receiving when trying to correct the system document, should be forwarded to Karen Green in AOD, who will work with the ASC to correct the PY document in the CBS system.
- ALL questions pertaining to re-allowing of PY funds that do not specifically meet the criteria for a GJ “fix” entry should be forwarded to Daniel Bess in BEX.
- ALL requests for GJ “fix” entries for transactions that specifically meet the criteria for a GJ “fix” entry should be faxed to Chuck Kilgore in FRD.

LO Checklist for GJ “Fix” Requests

A. “Specific” PY Recovery Adjustment Requests – Information Required:

(Must be submitted & approved by the LO Budget Headquarters Office requesting the adjusting GJ “fix” from FRD)

- Cover Memo from the LO HQ FAXED to FRD, Chuck Kilgore's attention (Subject: “Specific” PY Recovery GJ “Fix” Request) at 301-427-2040, including:
 - **Name & phone number** of person to contact if there are questions
 - **CBS Original Document Numbers** for PY downward & upward account adjustments being requested
 - Source Reference No field (DW Affected Reference No field) – must match up between the PY upward & PY downward account hits
 - **Brief Explanation** of what happened
 - For example: "In Oct 04, we were billed again through IPAC. The charge & the reverse charge were processed in CBS with two different document numbers ##### and #####...etc.," where applicable.
- CBS Reports include **Item/MDL report from the Budget & Execution Application** (B&E Application) in the CBS Data Warehouse under the Expense tab supporting **BOTH** the **PY downward account & the PY upward account transactions**.
 - The **Item/MDL report** for **BOTH** the PY downward account & the PY upward account transactions **must** be provided.
 - All requests that do not provide the required Item/MDL report supporting documentation of both the PY deobligation transaction accounts & the PY re-obligation transaction accounts from the DW will not be accepted for GJ “fix” entries.
 - Screen prints of CBS production screens from payment office are NOT necessary
- Please only forward the requested information above to FRD for requests; excess information is not necessary or used.

B. “Auto-Deob” Adjustment Requests – Information Required:

(Must be submitted & approved by the LO Budget Headquarters Office requesting the adjusting GJ “fix” from the FO)

- Cover Memo from the LO HQ FAXED to FRD, Chuck Kilgore's attention (Subject: “Auto-Deob” PY Recovery GJ “Fix” Request) at 301-427-2040, including:
 - **Name & phone number** of person to contact if there are questions
 - **CBS Original Document Numbers** (CBS Original Document Number for PY upward account adjustment)
 - The CBS document number will be used in the GJ “fix” entry
 - **Brief Explanation** of what happened – marked as “AUTO-DEOB”
- **FIMA query from the F02TRN** proving the FIMA auto-deobligation in FY 2002 (no earlier FY auto-deob transactions will be accepted in FY 2005)
 - Must be within **3 years** of current fiscal year

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- **CBS Reports include Item/MDL report from the Budget & Execution Application (B&E Application) under the Expense tab supporting the **upward account transaction**.**
 - The **Item/MDL report** for the PY upward account transactions **must** be provided.
 - All requests that do not provide the required Item/MDL report supporting documentation of the PY re-obligation transaction accounts from the DW will not be accepted for GJ “fix” entries.
 - Screen prints of CBS production screens from payment office are NOT necessary
- CBS Query/Report support showing the CBS document coded with Item Type = “AUDEOB”
- Please only forward the requested information above to FRD for requests; excess information is not necessary or used